WORK-SEARCH LOG

You must keep a record of your job contacts. You may be asked to produce this record at any time.

Date Mo/Day/Yr	Employer Name, Address, Telephone Number, or E-mail Address	How Contacted	Person Contacted	Work Sought	Results	Application or Resume Filed?
		□ In Person□ Telephone□ Mail□ E-Mail/Fax			□ Not Hiring □ Pending □ Hired	□ Yes □ No
		□ In Person □ Telephone □ Mail □ E-Mail/ Fax			□ Not Hiring □ Pending □ Hired	□ Yes □ No
		☐ In Person ☐ Telephone ☐ Mail ☐ E-Mail/ Fax			□ Not Hiring □ Pending □ Hired	□ Yes □ No
		□ In Person □ Telephone □ Mail □ E-Mail/ Fax			□ Not Hiring □ Pending □ Hired	□ Yes □ No
		☐ In Person ☐ Telephone ☐ Mail ☐ E-Mail/Fax			□ Not Hiring □ Pending □ Hired	□ Yes □ No
		☐ In Person ☐ Telephone ☐ Mail ☐ E-Mail/Fax			□ Not Hiring □ Pending □ Hired	□ Yes □ No
		☐ In Person ☐ Telephone ☐ Mail ☐ E-Mail/Fax			□ Not Hiring □ Pending □ Hired	□ Yes □ No
		☐ In Person ☐ Telephone ☐ Mail ☐ E-Mail/Fax			□ Not Hiring □ Pending □ Hired	□ Yes □ No
		☐ In Person ☐ Telephone ☐ Mail ☐ E-Mail/Fax			□ Not Hiring □ Pending □ Hired	□ Yes □ No
		☐ In Person ☐ Telephone ☐ Mail ☐ E-Mail/Fax			□ Not Hiring □ Pending □ Hired	□ Yes □ No
		☐ In Person ☐ Telephone ☐ Mail ☐ E-Mail/Fax			□ Not Hiring □ Pending □ Hired	□ Yes □ No
		□ In Person □ Telephone □ Mail □ E-Mail/Fax			□ Not Hiring □ Pending □ Hired	□ Yes □ No